

Section 1 Introduction - Maryland Healthy Kids/ Early Periodic Screening, Diagnosis and Treatment (EPSDT) Program

C. PROVIDER CERTIFICATION AND QUALIFICATIONS

In order to provide services to a Medicaid recipient, a provider must contract with the Maryland Medicaid Program or one of the MCOs. The Maryland Healthy Kids Program must certify all primary care providers who plan to serve Medicaid/MCHP children less than 21 years of age, even if the provider does not contract directly with Medicaid. The certification requirement applies to PCPs contracted with MCOs and PCPs providing care to recipients not enrolled with an MCO who have a red and white Medicaid card (commonly referred to as “fee-for-service MA”). Providers who need certification as primary care providers include, solo practices, group practices and rendering providers within group practices who are:

- Board certified providers in pediatrics, family medicine and internal medicine,
- Licensed physicians and osteopaths, certified nurse practitioners and physician’s assistants,
- Health care providers such as federally qualified health centers, hospital outpatient department clinics, and school-based health centers.

To participate in the Program, the provider must agree to adhere to the standards of preventive health care described in this *Maryland Healthy Kids Program Manual*. Providers are required to follow the [*Maryland Healthy Kids Preventive Health Schedule*](#) (Refer to Section 2). In addition, federal and state regulations¹ stipulate that preventive care services are required for Medicaid enrolled recipients less than 21 years of age. The [*Provider Application for Certification and Participation*](#) (Refer to Section 1, Addendum,) outlines the conditions for participation. The Maryland Healthy Kids Program certification requires a face-to-face meeting with a Healthy Kids Program Nurse Consultant. A follow-up [*Provider Certification Letter*](#) is sent to the PCP and MCO that should be saved as a reference for MCO credentialing (Refer to Section 1, Addendum).

The Maryland Insurance Administration’s [*Uniform Credentialing Form*](#)² requests an EPSDT Certification number. Once the Program certifies a provider, the provider’s Maryland Medicaid number becomes the EPSDT Certification Number. Providers, who elect not to enroll in the Medicaid Program, may be certified using their assigned MCO number, but this number cannot be used on the Uniform Credentialing Form. Since most MCOs currently use the Uniform Credentialing Form as part of the MCO credentialing process, provider enrollment in the Maryland Medicaid Program is required.

¹ See Section 42 of the Code of Federal Regulations [CFR], Parts 430 to 460 and the Code of Maryland Annotated Regulations [COMAR] 10.09.23 and COMAR 10.09.62 - 10.09.74

² See COMAR 31.10.26.04

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When a new provider joins the practice, the provider should complete the following steps:

1. Obtain an application packet for a MA number from Provider Enrollment at **410-767-5340** or print it by following the link <https://encrypt.emdhealthchoice.org/emedicaid/eDocs/Forms/F0001ProviderApplication.pdf>.
2. If the new provider already has an active MA number, this application process will serve to update the provider's current practice address and link the provider to the group practice number.
3. Submit the completed application to the address noted on the application. Retain a copy for your files. Expect receipt of the MA number in about 6-8 weeks.
4. Contact the **Maryland Healthy Kids Program at 410-767-1836** to schedule a certification visit with the Program consultant for your area*

**This step can be completed even before the provider is assigned the MA number.*

Once a provider is certified and he/she **demonstrates compliance with the Healthy Kids Program**, the certification stays with the provider regardless of whether the provider changes practice sites or opens his or her own private practice. **Therefore, it is important to notify the [Healthy Kids Program Nurse Consultant](#) for your area of any changes to your practice** (Refer to Section 8). In addition, notify the Department's Provider Master File in writing, on business letterhead, of any changes in practice location, telephone number, or providers within a group practice.

Please note that the Department of Health and Mental Hygiene mails license update notifications to the practice site based on the information possessed by Provider Master File. Additionally, DHMH mails transmittals based on this information, so it is important to keep practice and provider information up to date.

Providers who participate in the Healthy Kids Program receive specialized services offered by the state and local health departments.

Healthy Kids Program Nurse Consultant Services

- Certification of new providers entering group practices or establishing new solo practices;
- Maintenance of applicable clinical and Program manuals/materials on line at: <https://mmcp.dhmf.maryland.gov/epsdt>;
- Interpretation of Medicaid health policies and federal/state regulations;
- Orientation and staff training in Program standards and procedures;
- Monitoring of performance regarding program implementation through medical record reviews;
- Assistance with Medicaid billing and MCO encounter data reporting;

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- Education of providers about MCO and LHD referral process for outreach and health related services.

Additional Services from DHMH

- Distribution of child health pamphlets and Program forms to aid Program implementation;
- Availability of resources and referrals for community services from the Maryland Children's Health Program Information Line at **1-800-456-8900**;
- Provision of free vaccines through the Vaccines for Children Program;
- Assistance in meeting the requirements of timely services to children with special needs;
- Assistance with fee-for-service claims resolution via Provider Relations Department at **410-767-5503**;
- Help in linking families to needed services via HealthChoice Helpline at: **1-800-284-4510**.